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Locations

GSA InSite O All InSites





IT Service

Help Yourself

Submit a Service Ticket

Tools

BookITI (room scheduling)

ALOHA (leave requests)

CHRIS (personnel files)

ConcurGov (travel reservations)

Employee Express (payroll)

FEDdesk (time & attendance)

GCIMS (update contact info) GSA Advantage! (office supplies)

Meeting Space (virtual meetings)

Online University (OLU) (training)

Salesforce (access all apps)

More Toals >>

Resources

Acquisition Portal

Calendars and Events

Directives (orders)

Dally News Briefing

Email subscriptions

Employee Assistance (counseling)

GSA job openings

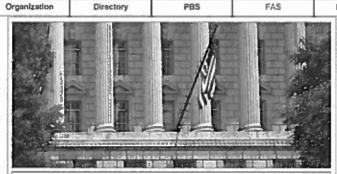
Ratirement

Training

Telework

Telepresence

More Resources >>



GSA Welcomes New Leadership

Effective immediately, President Trump has named Tim Horne Acting Administrator of the U.S. General Services Administration. Find out more

1 2 3

IT INSIDER: IT Support Available When You Need It



24/7 IT Assistance

GSA IT offers many channels for you to receive technical support, anytime you need it! The IT Service Desk is reachable 24/7, 365 days a year

January 26, 2017

HOT TOPIC: VERA Officer, Director Nominations Due by Jan. 31



GSA Veterans Group Set to Elect Officers, Directors for 2817

GSA's Veterans Employee Resource Association is expected to hold its annual election of officers and directors in mid-February

January 19, 2017

INSITE FEATURE: A Greener and More Efficient Government



Implementing 55 Conservation Measures

GSA continues to green its federal portfolio through a series of budget-neutral projects that will help save energy and water.

HOT TOPICS: GSA's 2016 Financial Report



GSA's 2016 Financial Report

The report includes an independent auditor's report, GSA responses to the QIG management challenges, and GSA's required statement of assurance over internal controls.

January 23, 2017

Directives

Agency Highlights GSA Budget and Performance

Employee Engagement

Safety & Security

GSA Central

The latest from Chatter

Alicia Woods MLK ROCKS Event | 2 22.17 Join the MLK Rocks Change Management Team For a walk through of floor [show more]

January 30, 2017 13 28 PM EST

Tara Mitchell GSA Online University is now offering new Insider Threat Awareness training. The course is mandatory for a [show more]

January 30, 2017 10:27 AM EST

R6 Heartland Wire IT Support; Available When You Need it GSA IT offers many channels for you to receive technical support,

[show more]

January 26, 2017 13 33 PM EST

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Clarissa Hester, Joy Gatewood, and Dave Hobley like this

Caroline Jackson GSA Online University is now offering new Insider Threat Awareness training The course is mandatory for [show more]

January 26, 2017 12 00 PM EST

Caroline Jackson GSA Online University is now offering new Insider Threat Awareness training. The course is mandatory for a (show more)

January 26, 2017 11 59 AM EST

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Tiffany Hixson, Clint McCoy, and Maria Rodriguez like this.

Labor Unions

NEEE

AFGE

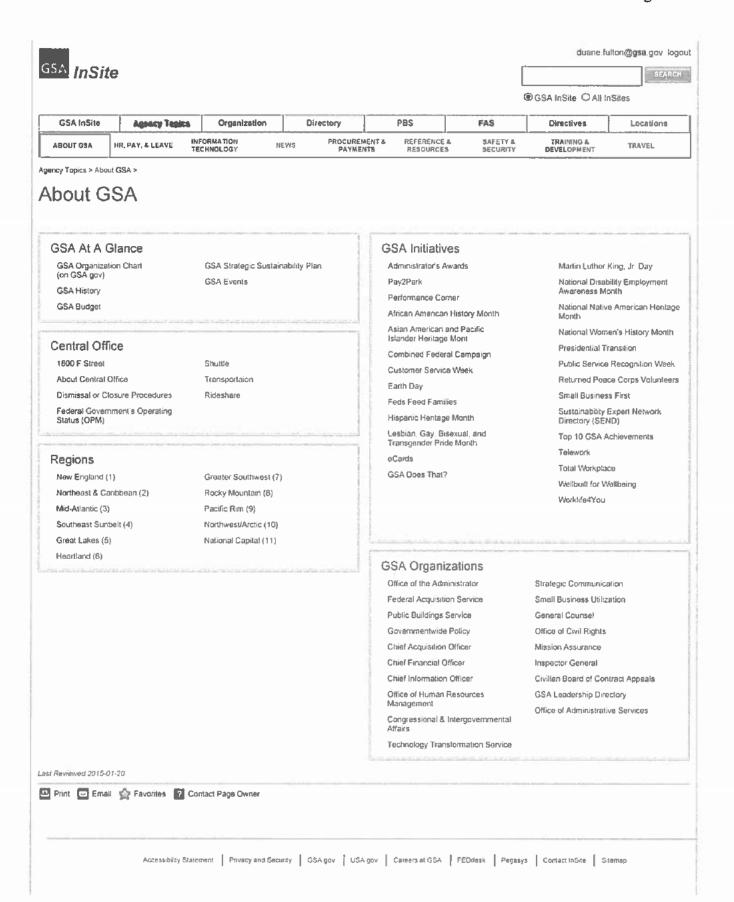
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Get internal GSA news on the topics that interest you.

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GSA St	aff Director	y					
Fill in one or more fields for results. Use at least three letters to search for beginnings or endings of names. You can fill in any fields to get results. Maximum number of employees returned is 250. Last name: Search For Names Beginning with these letters Search For Names Beginning with these letters Search For Names Beginning with these letters						Related Information Update your Directory Information through GCIMS Information on how to update Contact Information Reverse Phone Look-Up: Find a GSA employee or contractor	
Email: Zip Code:						using an office or cell phone number Correspondence symbols: Road an explanation of symbols used (or organizations.	
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GSA PBS InSite

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SEARCH

Quick Links

Faces of PBS Leadership

State of the Portfolio

Acquisition Portal

PBS Portal

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GSA InSite PBS FAS Directives Agency Topics Organization Directory Locations UTILIZATION & DESIGN & **FACILITIES** PERFORMANCE & HOME ABOUT PBS PORTFOLIO LEASING ACQUISITION CONSTRUCTION

GSA DESIGN AWARDS 2016

2016 GSA Design Award Winners Announced

18 projects recognized as best-in-class by this year's GSA Design Awards, held September 8 in Washington, DC.

1 2 3 4











Interesting Reads

Seven Years after it Was Built, the Springfield, MA United States Courthouse is an Icon for the Community.

Designed by renowned architect Moshe Safdie, the building incorporates two "heritage trees", a copper beach and a linden tree, that are hundreds of years old. A third tree, a 500-year-old black walnut tree, was deemed to be in poor health and could not be saved. Read more on Mass Live>

Art at our Border Crossings - A story about celebrating place and the American spirit.

"I wanted to make an artwork that was about the ideas of citizenship and movement," said Norie Sato, a Seattle artist with extensive experience in public art projects who was commissioned by the U.S. General Services Administration. Read more on UT San Diego>

PBS Chatter

FAS Region 7 *Acquisition Workforce Training* SBA First Wednasday Virtual Learning FY 2017 *SBA's Certificate of Compet ...

(show more)

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GSA's Acquisition Workforce 'Acquisition Workforce Training' SBA First Wednesday Virtual Learning FY 2017 "SBA's Certificate of Compet Ishow more!

January 27, 2017 09:53 AM EST

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Last Name

First Name

Advanced

Reverse Look-Up

Help Lines

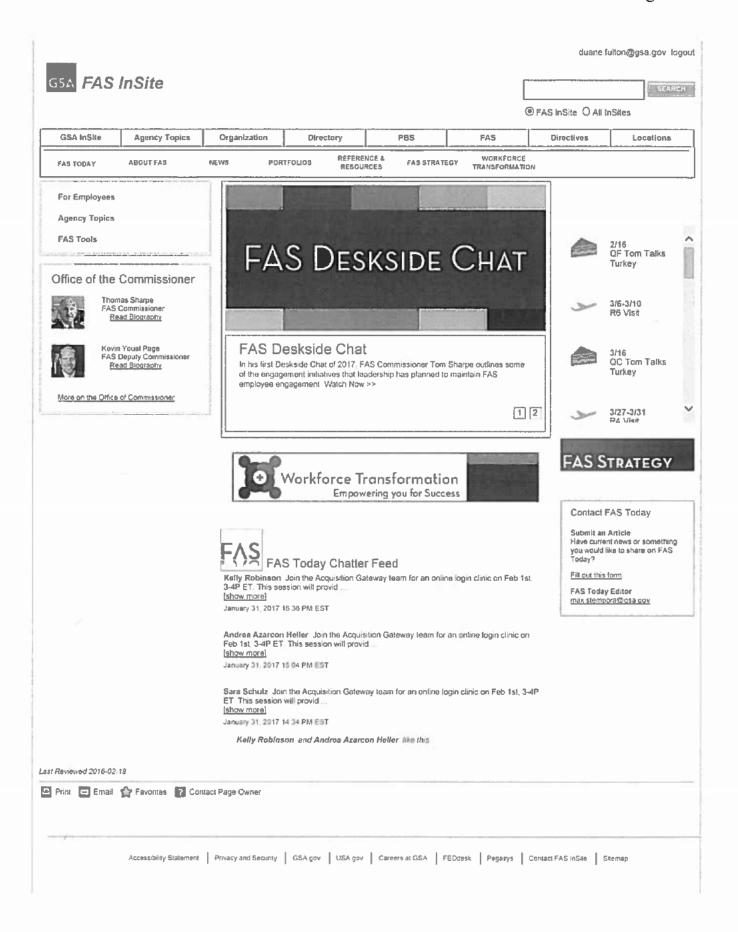
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GSA InSite

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Overview

The GSA Directives Program, under the Executive Secretariat Division (H1A) in the Office of Administrative Services (OAS), manages GSA's internal directives issuance process

Internal directives provide basic organization structure, delegation of authority, and policy and procedural requirements and guidance to support GSA's mission and program management activities – whether across GSA organizations or within a Service, Staff Office or Region

The Directives Program also manages and maintains GSA's Directives Library on InSite and GSA.gov. The GSA Directives Library consists of different types of internal directives, including Orders, Delegations of Authority, Organizational Changes, Instructional Letters and Manuals. These are described briefly below and in OAS P. 1832.1A The GSA Internal Directives System. The Directives Program can be reached at: Executive-Secretariat@gsa.gov.

The GSA Directives (Instructional Letters, Orders, and Manuals) contained in the GSA Directives Library show administrative edits to reflect corrections to directive formatting, misspelled words, updates to referenced websites, corrections to contacts and contacts' information, and technical changes; updates of legal citations and referenced GSA directives, new editions of forms, etc.

Directives

Orders establish management objectives and requirements, identify the results needed in performance of a job or subject matter, and establish intended requirements for Federal employees and contractor employees in the performance of their duties.

Delegations of Authority are Orders that assign authority to a specific position or designee to approve or carry out actions in support of GSA's mission and programs

Organizational Changes are Orders that outline one or more organizational change(s) and/or changes in functional responsibility within GSA.

Instructional Letters are temporary directives issued to apprise Federal employees and contractors of new regulations or requirements white a permanent Order or Manual is being developed.

Manuals are detailed technical and administrative procedures covering major subjects or programs that are to be followed by Federal employees and contractor employees in the performance of their duties.

Regulations or external directives are created and enforced by GSA to put into effect laws passed by Congress that govern the United States. GSA is responsible for the development and implementation of three Regulations that affect all Federal agencies

The Federal Acquisition Regulation (FAR),

The Federal Travel Regulation (FTR), and

The Federal Management Regulation (FMR)

GSA also issues one Regulation that is specific only to GSA and its programs, the General Services Acquisition Manual (GSAM). These Regulations are not included in the internal directives library. They are owned by the Office of Governent-wide Policy.

Frequently Used Directives

Number	Title
2104.1A CIO	GSA Information Technology IT General Rules of Behavior
6010.4 OAD P	Time and Leave Administration
1832.1A OAS P	The GSA Internal Directives System
5770.1 OAS	Local Travel
5785.1 OAS	Conference and Event Management
4200,1A OAS	Management and Use of the GSA SmartPay Purchase Card
5775.1 OAS	OCONUS Travel Policy
5730,1 OAS	GSA Relocation Allowances
5740.1 OAS	Government Travel Charge Card Program
2106.1 CIO	GSA Social Media Policy

Other InSites

